



REQUIREMENTS DEVELOPMENT AND MANAGEMENT Policy

1.0 Policy Statement

This document establishes the Student Financial Assistance (SFA) policy on Requirements Development and Management (RDM). The purpose is to support the SFA-wide process improvement initiative.

- Each project will develop an RDM Plan and use it for managing its activities.
- Each project will have a designated leader responsible for RDM activities and trained individuals, to include end users, to perform their duties.
- Each project will have its system-related technical and non-technical requirements documented.
- System Acquisition Planning Changes will be incorporated into and cause revision to the RDM Plan. RDM activities will include the Configuration Management change control processes.
- Appropriate measurements will be used to determine the status and results of Systems RDM activities.
- RDM activities will be reviewed by project management and other affected groups.

2.0 Responsibilities

Executive Sponsors will:

- Commit adequate resources, funding and training to implement RDM processes
- Review performance and results in accordance with defined process measurements

Project Managers will:

- Assign RDM responsibilities in accordance with policy, SFA standards, and organizational disciplines.
- Ensure the implementation of the processes documented in the RDM Process Guide.
- Ensure that requirements development and management planning is performed in conjunction with System Acquisition Planning
- Ensure that RDM plans, activities, and work products are reviewed and approved
- Ensure that RDM activities and work products are delivered and maintained consistent with the defined solution life cycle
- Ensure that RDM change control processes are performed as specified by Configuration Management.
- Ensure that project requirements are developed, analyzed, allocated and verified
- Ensure that process improvement measurements are applied and documented
- Provide for negotiating and documenting requirements that affect other projects, end users, contractor teams, and other acquisition related groups.